



King County Board of Ethics
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SPECIAL MEETING OF THE KING COUNTY BOARD OF ETHICS 2000 RETREAT

Date: Saturday, January 29, 2000
Time: 8:00 a.m. – 12:00 p.m.
Location: 304F HUB, University of Washington

AGENDA

8:00 a.m.	8:15 a.m.	Arrival; light refreshment (coffee, tea, juice, scones)
8:15 a.m.	8:45 a.m.	Review 1999 Annual Report
8:45 a.m.	9:45 a.m.	Identification of 2000 Mission and Goals
9:45 a.m.	10:30 a.m.	Discussion of 2000 Business Plan
10:30 a.m.	10:45 a.m.	<i>Break</i>
10:45 a.m.	11:30 a.m.	Explore Educational Outreach
11:30 a.m.	12:00 p.m.	Discussion of Staff Resources
12:00 p.m.		Adjourn

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Minutes of the January 29, 2000 Special Meeting

of the King County Board of Ethics

The January 29, 2000, special meeting of the King County Board of Ethics was called to order by Chair Price Spratlen at 8:21 a.m. Board members in attendance were:

Lois Price Spratlen, Ph.D., Chair
Mr. Roland H. Carlson
Lembhard G. Howell, Esq.
Margaret T. Gordon, Ph.D.
Rev. Paul F. Pruitt had an excused absence

Others in attendance:

Mr. James J. Buck, Deputy Director, Department of Information and Administrative Services
Ms. Catherine A. Clemens, Administrator, was not in attendance due to a family illness.

1. *Proposed Agenda.* Mr. Howell moved the proposed agenda be approved; Mr. Carlson seconded the motion and the agenda was approved.

2. *Review of the 1999 Annual Report.* The Board reviewed the 1999 Annual Report prepared by Ms. Clemens. The report reviewed the mission, goals, activities and performance measures of the Board of Ethics and Administrator in 1999. Chair Price Spratlen stated her approval of the document that confirmed the quality and quantity of the work achieved over the past year. Dr. Gordon remarked that the amount of work accomplished by the Administrator was impressive. Chair Price Spratlen felt that it indicated a need for additional staff support, or at least additional intern support. Board discussion included: approval that work was accomplished on time and within budget; education and training had been a major initiative in order to promote good government; the web site is an excellent adjunct to the office, but does not replace in-person training; the office is doing more with less over past years; the Board needs to support the office in any attempt to increase budget support; as training increases, requests for advisory opinions decrease; evidence of a continued good relationship with county executive; the Council needs to be more responsive to board appointments and confirmations; any Code review must be done with 'readily understandable' language and requirements as the basis of change; successful ordinances in financial disclosure and consultant disclosure were major achievements.

After requesting that language reflecting complete compliance with the 1999 state audit of the consultant disclosure program be included, Mr. Carlson moved to adopt the 1999 Annual Report; Mr. Howell seconded the motion and the motion passed unanimously.

3. *Identification of 2000 Mission and Goals.* The Board reviewed the current mission and goals. Following discussion, the Board reaffirmed the mission and four current goals and added a fifth goal. The final 2000 mission and goals are as follows:

Mission: To ensure the highest standards of public service by developing, disseminating and promoting readily understandable ethics requirements for King County employees and agencies.

Goal I: To educate county employees, county managers, and board and commission members of their obligations to the public under the Code of Ethics, and how ethics is a positive tool which supports both good management practices and good public service on behalf of the citizens of King County.

Goal II: To provide timely advice and guidance to county employees and county elected officials on compliance with the King County Code of Ethics.

Goal III: To conduct an annual review of financial disclosure statements for county officials and county employees to identify potential conflicts of interest with their official duties; to conduct timely review of consultant disclosure statements to identify potential conflicts of interest for consultants with their duties related to county contracts.

Goal IV: To collaborate with other ethics agencies within the State of Washington and the U.S. and Canada for the purposes of information exchange and to consider program improvements for the King County ethics program.

Goal V: To begin a systematic review of the Code of Ethics and make appropriate recommendations for consideration by the Executive and County Council.

Mr. Howell moved the 2000 mission and goals be adopted; Mr. Carlson seconded the motion and the 2000 mission and goals of the King County Board of Ethics were unanimously adopted.

3. *Discussion of the 2000 Business Plan.* The Board reviewed and discussed the 2000 Business Plan, making updates and edits that reflect new developments since the document was prepared in 1999 to accompany the 2000 budget proposal. The Board stated that it was important to support realistic funding increases for staff and interns. Chair Price Spratlen directed the minutes reflect the Board's strong support for Ms. Clemens' pay range review based on her outstanding work. The Board agreed to direct a letter in support of that initiative to Ms. Whitney, Director of the Department of Information and Administrative Services and Mr. Robert Derrick, Director of the Office of Human Resources Management, the agency conducting the review. Following this discussion, Mr. Howell moved the 2000 Business Plan be adopted; Mr. Carlson seconded the motion and the 2000 Business Plan was unanimously adopted.

The Board adjourned at 10:00 a.m. for a fifteen minute break; the Chair called the Board to order at 10:15 a.m.

4. *Explore Educational Outreach.* The Board reviewed the education and training outreach summary for 2000. The Board commended the plan, particularly including supervisors and managers. Board members commented that good training related to fewer requests for advisory opinions and that it was proper to encourage employees to discuss ethics-related problems with their supervisors as a first step. In addition, the Board noted approval for the power point presentations created over the past year two years. Mr. Howell moved to approve the education and training outreach plan for 2000; Mr. Carlson seconded the motion, and the motion passed unanimously.

The Board commended Chair Price Spratlen for the excellent work she has done as Chair to the Board of Ethics. In particular, Board members commented on the improved working relationships with other departments, creating an environment of cooperation and mutual respect. This has been accomplished through, among other things, regular meetings with the Executive and attention to revisions in the Code of Ethics at Council's request.

At 11:25 a.m., Mr. Howell moved to adjourn the meeting. Mr. Carlson seconded the motion. The motion was approved and the meeting was adjourned.

Approved this ____ day of _____, 2000 by the King County Board of Ethics.

Signed for the Board: _____
Dr. Lois Price Spratlen, Chair